

**Our Lady's Academy**  
**2018/2019 Bingo Program**  
**Bingo Year June 1, 2018 – May 31, 2019**

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**Overview**

Welcome to the 2018/2019 Bingo Season! Our Lady's has sponsored a community Bingo for over 30 years. It is the largest ongoing fundraising initiative for the school and would not be possible without the participation of our parents. Thanks to the help of our parent volunteers, our Bingo program not only brings in revenue, but offers the parish and local community a rewarding social evening with friends and family.

As in the past, we will continue to operate using the Board sanctioned **Team Concept Framework**. The team concept offers many benefits including; continuity for our patrons, greater cooperation, and a sense of team spirit and ownership.

**Please review the following updated guidelines to participation as some things may have changed from last year:**

- The Program will consist of seven (7) teams. Team membership may require minimal changes to accommodate equity across the teams while incorporating new families into the rosters. Team Rosters and Dates will be distributed no later than May 17th.
- **Be on time for your shift. Each Team Member must be available to work from 4:30 p.m. until closing on their assigned Friday evening. Certain designated positions are assigned at 6:00 and 6:30 pm.**
- **Only school parents/guardians can work bingo shifts** - do not send other people in to work your assigned bingo shift as they will be sent home.
- If a conflict arises when you are scheduled to work, **you** must make arrangements with another parent to swap schedules. You can only swap with someone on another team who has the **same position as you (Some jobs listed below can swap with other jobs)** – do not swap with someone who does a different job. You should inform your captain if you have swapped with another individual and supply their name and contact information.
  - If a real emergency prevents you from coming to bingo, you must notify the MIC or the Book Keeper ASAP.
- ***If you swap you must keep record of the swap in email or written form from both parties. It is the only way you will not be charged if the other person does not show.***
- **You must work your assigned shifts only. If you miss your assigned shift and did not arrange to swap, you will be charged for that missed shift. NO MAKE-UPS WILL BE ALLOWED.**
- **Bingo runs the entire calendar year, which means all teams have shifts during the summer.**
- **No one under the age of 18 is allowed in the Bingo hall after 6:30.**

Each team will have assigned positions. Some positions will have multiple people assigned. Once you have been assigned a position within your team, you will be responsible for the duties assigned to that position.

The positions offered are:

<b>Position</b>	<b>Shift Start Time</b>	<b>Description</b>
Team Captain (includes 25 service hours)	4:30 pm	Trained position. Manages the team and all the volunteers on the team. Set up and break down equipment as well as deal with any issues that may arise during the evening.
Stage Caller (includes 25 service hours)	6:30 pm	Trained position. Calls the actual bingo games. Will be trained how each game works and how to work the equipment to pull the balls and show the numbers.
Banker	6:30 pm	Distribute prizes throughout the night after bingo is called for each game. Counting money is necessary as sometimes the prizes must be split for more than one winner. Walking around and up and down the stairs is necessary.
Deposit Table Worker	6:15 pm	Back room position. Do the settlement of all the cash draws for the night. They prepare all the game prizes for the Banker as well as count and prepare all the Bingo Deposits for the night.
Prize Settlement Worker	5:30 pm	Back room position. Swap and count each front drawer as bingo strips are sold. Input all the information into the computer and calculate game prizes.
Charity Ticket Banker	4:30 pm	Back room position. Manage the sale of the Charity tickets throughout the evening. Basic math skills are required to complete the lottery forms. Tasks include; balancing each box of tickets sold, counting prizes for the boxes sold and counting the money at the end of the night to be deposited.
Charity Ticket Seller	4:30 pm	Sell charity pull tickets to the patrons throughout the evening. Walking around and up and down the stairs as necessary.
Kitchen Worker	4:30 pm	Set-up and sell prepared food and snacks to the patrons.
Front Drawer	4:30 pm	Runs the cash register where patrons pay for their Bingo strips. Makes change, and hands the patrons an entry card.
Bingo Strip/Packet Seller **	4:30 pm	Hands out the Bingo strip packages and game sheets to the patrons.
50/50 & Progressive Seller **	4:30 pm	Selling additional strips for special games to patrons.
Raffle Tickets & Dauber Seller**	4:30 pm	Sell raffle tickets and daubers (these mark the bingo cards) to patrons.
Winning Number Call Back Person	6:30 pm	During the bingo games, when a person calls bingo the Call Back Person reads the number on the card over the microphone so the Caller can confirm the bingo.

Other than the above assigned positions, all other members of the team will be expected to fulfill general Bingo duties as assigned by the Team Captain.

**\*\*Important note: These jobs require minimal training and can swap with each other. People with these jobs can swap with other people with these jobs. For example, a volunteer who is a Bingo Strip/Packet Seller can swap with a 50/50 & progressive seller, but they cannot swap with a kitchen worker.**

## Procedure on Bingo Swaps

If you need to switch your bingo shift, you should email the other bingo teams with the date needed for coverage, your position, your team number, and your start time. Note that some positions can only be swapped with someone who is trained at the same position. (E.g. office positions, kitchen workers).

Team distribution list addresses are: [Bingoteam1@ourladysacademy.org](mailto:Bingoteam1@ourladysacademy.org); [Bingoteam2@ourladysacademy.org](mailto:Bingoteam2@ourladysacademy.org); [Bingoteam3@ourladysacademy.org](mailto:Bingoteam3@ourladysacademy.org); [Bingoteam4@ourladysacademy.org](mailto:Bingoteam4@ourladysacademy.org); [Bingoteam5@ourladysacademy.org](mailto:Bingoteam5@ourladysacademy.org); [Bingoteam6@ourladysacademy.org](mailto:Bingoteam6@ourladysacademy.org); [Bingoteam7@ourladysacademy.org](mailto:Bingoteam7@ourladysacademy.org)

You will also need to e-mail the team captain for BOTH teams (yours and the person you are swapping with) to let them know about the swap

Here are the e-mails for the team captains: [bingo1captain@ourladysacademy.org](mailto:bingo1captain@ourladysacademy.org); [bingo2captain@ourladysacademy.org](mailto:bingo2captain@ourladysacademy.org); [bingo3captain@ourladysacademy.org](mailto:bingo3captain@ourladysacademy.org); [bingo4captain@ourladysacademy.org](mailto:bingo4captain@ourladysacademy.org); [bingo5captain@ourladysacademy.org](mailto:bingo5captain@ourladysacademy.org); [bingo6captain@ourladysacademy.org](mailto:bingo6captain@ourladysacademy.org); [bingo7captain@ourladysacademy.org](mailto:bingo7captain@ourladysacademy.org);

If you have any questions or concerns please contact Sam Menasha at [samolabingo@gmail.com](mailto:samolabingo@gmail.com) or Susan Chagnon at [reigh957@gmail.com](mailto:reigh957@gmail.com).

## 2018-2019 Tuition Agreement Bingo Policy

All persons registering students in Kindergarten through Grade 8 at Our Lady's agree to participate in staffing the Bingo Program.

### Option:

As an alternative to staffing the Bingo Program, a family may elect to pay **one-half of single in-parish tuition** to the school. If a family elects this option, this amount will be added to their selected FACTS payment schedule. **Selection of this option must be made at the time of registration – no exceptions.**

### Requirements:

- Each family should be available to **work from 4:30 p.m. to closing (approximately 10:00 p.m.) as necessary.**
- It is the Team Members' sole responsibility to find a replacement if unable to attend assigned shift. If you cannot attend you must find a team member from another team **assigned to the same Bingo position** to work your shift. If you do not find a replacement and do not show up for your shift, you will be assessed a financial penalty.
- Penalty for not working your Bingo shift will be as follows:
  - First missed shift = \$666
  - Second missed shift = \$799
  - Third missed shift = \$865
  - Fourth missed shift = \$998
- **Arrive on time for your Bingo shift. Nothing can begin until the entire team is ready.**

### Please Note:

- All Team Members are required to sign in and out with the Team Captain to receive credit for working a shift. It is at the discretion of the Team Captain to approve all departure times. Please note: **ALL families must be available to work Bingo from 4:30 p.m. to closing.**
- If a family does not register to staff the Bingo Program, does not pay the amount due as an option, or fails to make payment on a missed shift assessment, then:
  - That family shall not be entitled to register their child/children for the following school year, and
  - If a student graduates or transfers, their school grades and medical records shall not be forwarded to the intended school until within full compliance of said requirements.

**Requests for jobs during registration are not guaranteed.**

## Team Assignment and Dates

### OLA BINGO SCHEDULE

2018/2019

Dates By Team

<u>Team #1</u>	<u>Team #2</u>	<u>Team #3</u>	<u>Team #4</u>
June 15, 2018 August 3, 2018 September 21, 2018 November 9, 2018 <b>December 28, 2018</b> February 15, 2019 April 5, 2019 May 31, 2019	June 22, 2018 August 10, 2018 September 28, 2018 November 16, 2018 January 4, 2019 <b>February 22, 2019</b> April 12, 2019	June 29, 2018 August 17, 2018 October 5, 2018 <b>November 23, 2018</b> January 11, 2019 March 1, 2019 April 26, 2019	July 27, 2018 August 24, 2018 October 12, 2018 November 30, 2018 January 18, 2019 March 8, 2019 May 3, 2019 <b>May 24, 2019</b>
<u>Team #5</u>	<u>Team #6</u>	<u>Team #7</u>	
July 13, 2018 <b>August 31, 2018</b> October 19, 2018 December 7, 2018 January 25, 2019 March 15, 2019 May 10, 2019	June 8, 2018 July 20, 2018 September 7, 2018 October 26, 2018 December 14, 2018 February 1, 2019 March 22, 2019 May 17, 2019	June 1, 2018 <b>July 6, 2018</b> September 14, 2018 November 2, 2018 December 21, 2018 February 8, 2019 March 29, 2019	

No Bingo on Good Friday April 19<sup>th</sup> 2019

## Bingo Team Assignments

Please email Sam Menasha at [samolaBingo@gmail.com](mailto:samolaBingo@gmail.com) or Susan Chagnon at [reigh957@gmail.com](mailto:reigh957@gmail.com) if you do not see your name below or if you are not planning on attending next year.

	TEAM 1	TEAM 2	TEAM 3	TEAM 4
<b>Position</b>	Family	Family	Family	Family
<b>Captain</b>	Sabitua Walia	Ken Coye	Open	Thomas Lee
<b>Banker</b>	Megan Sullivan	Patrick O'Brien	Ari Miller	Arti Mahon
<b>Deposit Table</b>	Medalia Jacinto	Shelli Waetzig	Denise Moroney	Medalia Jacinto
<b>Prize Settlement</b>	Nina Varghese	Carolina Lara (Chen)	Diane Anastasiou	Tracy Magee
<b>Charity Room Banker</b>	Omalara Gilman	Anna Kronewitter	Jason Sweeney	Kelly Fahnoe
<b>Charity Ticket Seller</b>	Pat Mullen	Vanessa Ezersky	Swami Rajamohan	Matt Blair
<b>Charity Ticket Seller</b>	Denise Diviney/Cahill	Fiona/John Reardon	Gislesle Rodley	Steven McNamara
<b>Charity Ticket Seller</b>	Rana Romano	Kristi Bedrossian	Giuseppe Frenna	Edward Ubaike
<b>Kitchen Worker</b>	Halina	Atuhaire (Byaruhanga, Tuhaise)	Deborah Cherfils	Hsinling Chu (Chien)
<b>Kitchen Worker</b>	Tripti Chandorkar	Kristen Rose	Jim Caulfield	Laura Gately
<b>Front Drawer</b>	John O'Connor	Lily Chalernsouk	Dave Williams	Elis Coco
<b>Strip/Packet Seller</b>	Braverman	Hasmik Khachatryan (Hakobyan)	Elizabeth Krol	Mark Perciak
<b>50/50 &amp; Progressive</b>	Aarti Rane	XuanDung Ha	Kirstein Ehrlich	Linda Cedrone
<b>50/50 &amp; Progressive</b>	Claude Lenteu	Jaime Tumialan	Jennifer Robinson	Jennifer Acunas
<b>Raffle Tix/Dauber</b>	Beskales/ Mikhail	Ping Bai	June Lemieux	Manoj Hilary
<b>Numbers Callback</b>	Jose Guzman	Mayumi Dunn	Samit Bhattacharya (Dalal)	Andre Melo
<b>Numbers Callback</b>	Ha Nguyen/Le	Xun Doan (Giang)	Gang Hou (Jin)	
<b>Numbers Callback</b>	Marino Lopez		Mike Antonellis	Louella Tomas
<b>General Team Member</b>			Ernie Palazzolo	
	TEAM 5	TEAM 6	TEAM 7	Caller Coordinator
<b>Position</b>	Family	Family	Family	James Mangan
<b>Captain</b>	Open	Melissa Baptiste (Antoine)	Open	
<b>Banker</b>	Cecile Le Camus	Glorianne Niebuhr	Phong Troung	Stage Callers
<b>Deposit Table</b>	Alejandro Maceo	Kerriane Lumsden	Arda Degirmenci	
<b>Prize Settlement</b>	Monica Cuellar-Rojas	Andrea Larranaga	Qiang Ma	Eli Doane
<b>Charity Room Banker</b>	Andrea Morris	Meagan Rich	Betty Sleiman	Jeff St. Germain
<b>Charity Ticket Seller</b>	Lauren Ferrone	Meghan Connors	Walter Rojas	Stan Sadkowski
<b>Charity Ticket Seller</b>	Won Ra	Jason Mathew	Mitalkumar Patel	Antonio Torres
<b>Charity Ticket Seller</b>	Van Garrett	Giuseppe Frenna	Anne Kavanagh	Rowena Santos
<b>Kitchen Worker</b>	Dawn Gray	Christopher Mwichigi (Mureithi)	Noldy Jovin-Seide	Chris Pendleton
<b>Kitchen Worker</b>	Emilya Papikian	Maral Sulahian	Deb Kavey	Roger Binggeli
<b>Front Drawer</b>	Brandon Smith (Radley)	Sarah Reier	Jackie Eskanian	

<b>Strip/Packet Seller</b>	Arian Ayaviri	Tara Rohatgi	Thomas Gengozian	
<b>50/50 &amp; Progressive</b>	Arun Krishnasamy	Wenfei Lu	Enrico Bellotti (Brouckaert)	
<b>50/50 &amp; Progressive</b>	Katie Magni	Nina Petaeva	Babu Maharajan	
<b>Raffle Tix/Dauber</b>	Wendy Gonzalez	Enda Quigley	Elizabeth Farrell	
<b>Numbers Callback</b>	Parul Sood	LaDonna Hyndman	Ibrahim Hallaj	
<b>Numbers Callback</b>		Henry DeSantis		
<b>Numbers Callback</b>	Vinay Sampath	Kevin Esler	Mekha Jacob	

NOTE: Based on current enrollment list